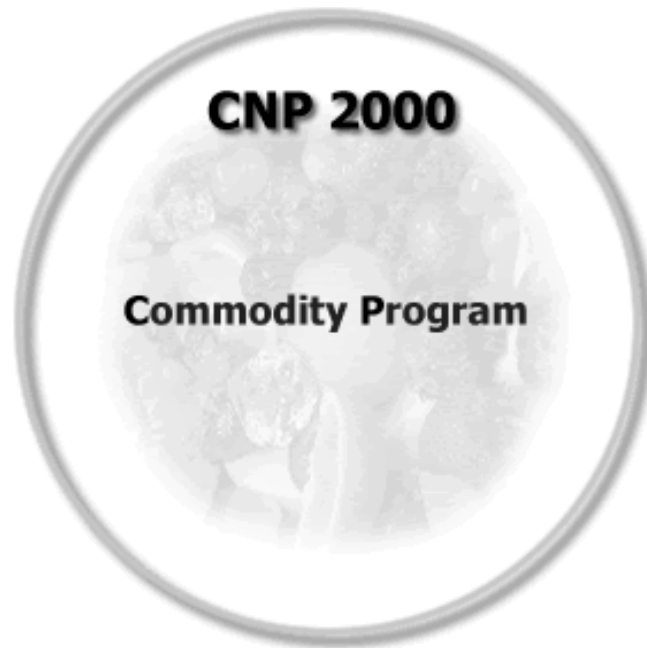




State of Arizona
Department of Education

Food Distribution Internet Commodity Ordering



USER ID: _____

PASSWORD: _____

www.ade.az.gov/cnp2000

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NEW/RETURNING SPONSOR CHECKLIST

New Sponsors:

- ☐ National School Lunch Program Approved Sponsor
 - www.ade.az.gov/health-safety/cnp/nslp/operating/howtoapply.asp
- ☐ Training
 - Commodity Ordering Web-Based Training
 - * www.ade.az.gov/onlineregistration
- ☐ Delivery Information Application
 - NSLP Specialist
 - www.ade.az.gov/health-safety/cnp/fdp
 - * Food Distribution Documents and Forms

Returning Sponsors:

- ☐ National School Lunch Program Approved Sponsor
 - Section 5, Question 2
- ☐ CNP2000 - Update Delivery Locations and Commodity Contacts
 - www.ade.az.gov/cnp2000
 - * Sponsors
 - * Contracts Inquiry

NOTES:

TO APPLY OR RENEW YOUR FOOD DISTRIBUTION PROGRAM AGREEMENT, YOU MUST:

- Complete and submit your National School Lunch Program (NSLP) sponsor application. Please contact a NSLP specialist at 602.542.8700 for assistance.
 - Make sure you answer “yes” to section 5, question 2... “Participate in the Food Distribution Program.”
- Register to attend the Commodity Ordering Web-Based Training to obtain a username and password (New Sponsors or those needing a refresher)
 - www.ade.az.gov/onlineregistration
- Complete and submit a Delivery Information Application (new sponsors only) or verify/update delivery locations and commodity contacts in CNP2000 (returning sponsors only)
 - Delivery Information Application can be found at: www.ade.az.gov/health-safety/cnp/nslp/Operating/HowtoApply.asp
 - CNP2000 – returning users will log in to: www.ade.az.gov/cnp2000
 - * Must complete this section after June 1 for the upcoming school year
 - * Click “Contract” located in the menu bar
 - * Select the correct “Program Year” (example: Updating information in June 2011, select Program year 2012)
 - * Click “Next”
 - * Click “View”
 - * Click on “Delivery Locations”
 - ✓ Update all active delivery locations, click “update location”
 - * Click on “Commodity Contacts”
 - ✓ Update all commodity contacts, MAKE SURE EMAIL ADDRESSES FOR THESE CONTACTS ARE VALID AND WORKING
 - ✓ click “submit”

Now that you have successfully completed the new sponsor/renewal agreement, you are ready to log in to CNP2000 and begin. Please note, the username and password given in the training session (example: train01/train01) are NOT the username and password you will use to access your information in the future. You will log in using the username and password you created on the “User ID and Password Access Form” in training.

SETTING UP INTERNET OPTIONS

Before beginning, you must set up internet options for CNP2000 to function properly. This procedure needs to be completed for every computer that you run CNP2000 on. It allows the system to pull the most recent information every time the page is visited.

Getting there:

- Click on “Tools” in the tool bar
- Select “Internet Options”
- Under Browsing History on the General tab, click on “Settings”
- Under “Check for newer versions of stored pages” select “Every time I visit the webpage”
- Click “ok”
- Click “ok”

TIP: THERE ARE HELP SCREENS THROUGHOUT THE WEBSITE. YOU CAN FIND THEM ON EVERY PAGE IN THE UPPER RIGHT HAND CORNER, OR IN THE MENU. HELP SCREENS ARE IDENTIFIED WITH A BUTTON READING “HELP”.

NOTES:

ENTITLEMENT AND AVERAGE DAILY PARTICIPATION

Commodity deliveries begin in early to mid August for sponsors that have successfully completed the new sponsor/renewal agreement. Therefore, it is extremely important to renew your agreement in a timely manner as to not miss out on any commodity deliveries.

Additionally, sponsors receive “entitlement” dollars upon completion of the new sponsor/renewal agreement. “Entitlement” is issued to purchase commodity foods throughout the year and is based solely on a sponsor’s Average Daily Participation (ADP) from the most recent complete year (New Sponsor’s will approximate their ADP). Sponsors are not penalized for spending all their entitlement dollars prior to years’ end, nor are they penalized if they do not spend it all.

Entitlement is issued in two accounts, A, and B, corresponding to different commodity groups (see Entitlement Groups below). At any time, a sponsor may email or call in a request to have money transferred between the two accounts as necessary.

Once a sponsor depletes their entitlement dollars, they will no longer receive Notice of Arrival allocations. Although, USDA offers BONUS items (no charge to entitlement) that may be allocated at any time throughout the year. If there are no BONUS allocations, the only additional opportunity to receive commodities is to complete a surplus list request (Please see Surplus below).

Entitlement Groups

A Entitlement: Fruits, Vegetables, and Meats

B Entitlement: Cheese, Flour, Oils, Pasta, and Grains (Staple items)

Getting There:

- Click on “Contract” in the menu bar
- Select the current “Program Year”
- Click “Next”
- Click “View”
- Scroll down to “Entitlement”

ALLOCATIONS (MANAGING INVENTORY)

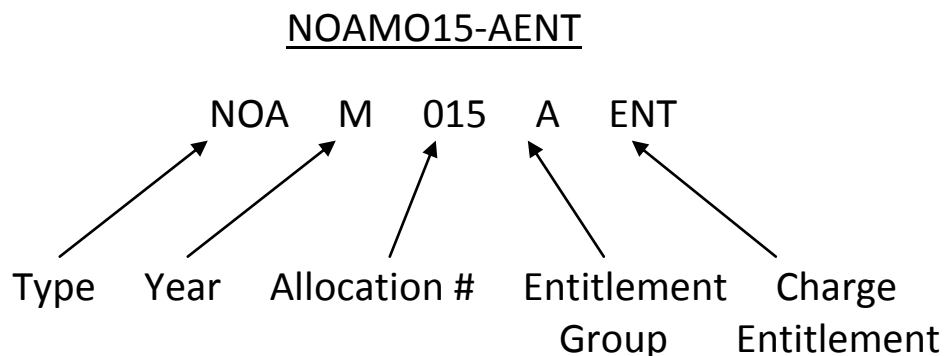
An allocation is a set number of cases (based on ADP) set aside in the warehouse waiting for a sponsor to refuse the items (if applicable), or place the items on an order form. These allocations are identified by an Allocation ID. Although many allocation ID's look similar, no two are exactly the same.

Allocation Types:

	Abbreviation	45 Day Close Date?	Refuse?	Charge Entitlement?	Type
Notice of Arrival	NOA...	YES	YES	YES	A and B
Notice of Arrival – Fresh Produce	NOA...FRESH	14 DAY CLOSE!	YES	YES	A
Planned Usage	NOAPU...	YES	NO	YES	S - Survey
Surplus	REQ...	7 DAY CLOSE!	NO	YES	P - Plus
End Product	EPN...	YES	NO	YES	P - Processed

How to Read Allocation ID's

Notice of Arrival – an allocation based on the items and schedule set by the Food Distribution Program (FDP). These are often referred to as “basic brown box” allocations. The amount of the allocation is dependent on a sponsors ADP. Cases in this allocation **may be refused** (for example, students don't like the item, not enough storage space, already have stock of the item, etc). If cases are not refused, the sponsor will place those cases on an order form.

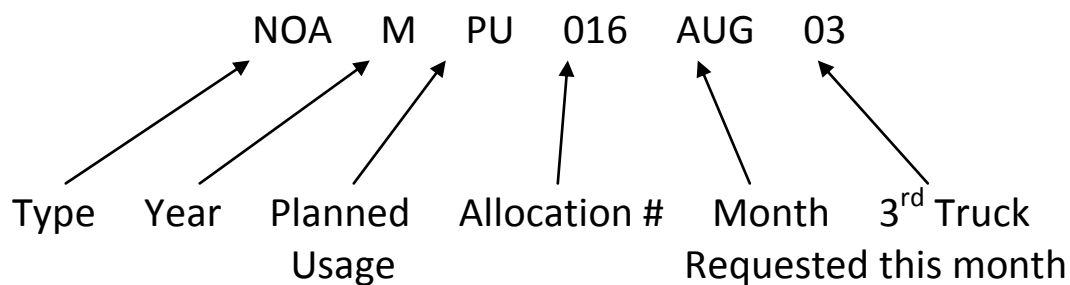


Notice of Arrival – FRESH - The same as a Notice of Arrival yet is a FRESH produce item. The Close Date is 14 days to ensure freshness of the product if a sponsor chooses to refuse the item(s).

NOAMO15-FRESH

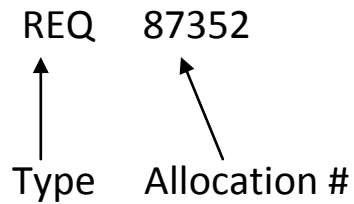
Planned Usage Notice of Arrival – an allocation based on a survey the sponsor completed the school year prior (performed in the previous year because the FDP needs time to compile the information and place orders with USDA). Planned Usage allocations are **B Entitlement** items ordered and delivered based on the sponsors request. Cases in this allocation **may not** be refused. If a sponsor does not complete a survey, Planned Usage allocations will not be available to the sponsor.

NOAMPU016-AUG03



Surplus – an allocation based on a Sponsor’s request from a current list of refused items (all commodities refused are compiled into one Surplus List which is then made available to all sponsors). A sponsor may request items from the Surplus list **once a week** (exceptions – approve through Administrative Assistant). All the items requested may not be allocated as they may no longer be available. The commodities on the Surplus list are offered on a first come, first serve basis, and are made available Monday thru Friday from 8 am – 2 pm (Phoenix time). Cases in this allocation **may not** be refused once allocated. If a surplus list request is not completed and faxed/emailed in, Surplus allocations will not be available.

REQ87352



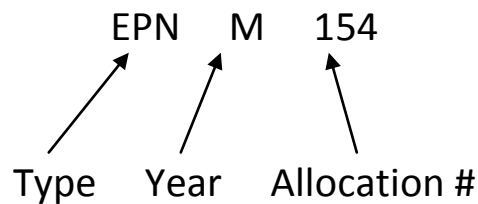
Getting There:

- Click “Inventory” in the menu bar
- Click “Surplus List”
 - If you see the message “There are no Surplus Commodities currently available for the selected criteria”, either the list has expired, or for unforeseen reasons it was not posted that day
- If you are trying to meet minimum case requirements, or have comments regarding the surplus list, you may enter them in the comments section
- Scroll down to view available commodities
- Place the number of units you would like, based on what’s available, in the box associated with the commodity
- Upon completion, Click “Print”
- A printable version of your request will display, click anywhere in the white area, then click your print icon
- Fax the form to 602.542.6978 or scan and email to FDP@azed.gov
- You will see the requested items, if they were still available, on your order form AFTER 2 pm (when the list closes for the day)
- **REMEMBER: You have 7 calendar days to place these items on the order form or you risk:**
 - Being billed for excess storage fees: \$1.10 per case per month (entitlement dollars do not pay for these fees)
 - Losing the remaining cases
 - Losing the entitlement money

NOTES:

End Product Notice – an allocation based on a survey the sponsor completed the school year prior (performed the previous year because the FDP needs time to compile the information and place orders with USDA). A sponsor participating in Processing, requests a commodity product to be sent to an approved processor to be converted into a less labor intensive, minimal preparation “End Product”. Example: raw bulk chicken converted into fully cooked chicken nuggets. End Products are basically heat and serve products. There is an additional fee charged by the processor to cover the additional ingredients and any overhead the company charges. Cases in this allocation **may not** be refused. If a sponsor does not complete a survey, End Product allocations will not be available to the sponsor.

EPNM154



NOTES:

ORDERS AND REFUSALS

The order/refusal manager page is designed to allow the user to see all the information needed to complete refusals and orders on the same page.

A “Notes” section is located at the top of the screen providing information on minimum case requirement (Order Manager only), and brief direction on how to navigate through the screen. Additionally, any errors that occur while completing refusals or orders will display in this section.

The “Order History” section allows the user to select different delivery sites, and modify/view/delete/print previous orders. You can also add filters to narrow your search. If the list of previous orders does not appear, it may be because no orders have been placed for that particular year.

Notice the “New Order” and “Refusals” buttons located at the top of the section that displays all the years’ orders. When you click “New Order” or “Refusals”, a section under “Order/Refusal History” is displayed.

Orders

Under “New Order” you can identify which site you are ordering for and request one of three available delivery days.

** Navajo Nation Sponsor’s have a different delivery schedule. Please contact U.S. Foodservice to get that schedule.

When looking at the inventory table, you see the allocation ID on the right side of the table, and a list of the commodity codes within that allocation (you will not see allocation ID’s listed twice, but you will see commodity codes repeated among the different allocation ID’s) below each ID to the left. The “Qty Alloc” column totals the cases for each Allocation ID, and “Qty Avail” shows the amount you have left to order. Simply place the number of cases you would like to receive in the box under “Quantity”.

NOTE: There are close dates and refuse dates listed.

- * The **close date is 45 calendar days** after the date the cases were made available to you.

- * The **refuse date is 14 calendar days** after the date the cases were made available to you.

Upon placing your order request in the “Quantity” box, the system automatically pulls those cases from the allocation with the soonest close date. The user still needs to be aware of these close dates as they will need to know when to place orders PRIOR to that close date. The refuse date is the last day cases can be refused (If refused on or before this date, a credit for the value of the refused cases will be issued).

If cases are left unordered after the close date has passed, you risk:

- * Being billed for excess storage fees: \$1.10 per case per month (entitlement dollars do not pay for these fees)
- * Losing the remaining cases
- * Losing the entitlement money

Upon completion of the order (ensuring you are meeting your minimum case requirement, and ordering items that have a close date coming up), click on “Process” to submit. You will now be able to find this order under the “Order History” section and make any modifications to your order or print out an order inquiry from this section (hold on to the inquiry until the delivery date).

To modify, click on the order number, the order you originally submitted will display. You can now add or delete cases, then click “Process” once again to submit. You can only modify an order in open status (an order is open up to 72 hours prior to delivery date). To print, simply find the order number corresponding with the date you submitted the order or the delivery date, then click print.

Getting there:

- Click “Inventory” in the menu bar
- Click on “Orders/Refusals”
- Set filter for a particular delivery site, or set the filters to search for a specific order number, previous delivery date, or commodity code
- Click “Apply”
- All current orders are listed below the filters
 - If you are just needing an Order Inquiry, you may stop at this step
- Click “Click here to create a new order” in the “Order History” section

- If you have more than one delivery site you must select a delivery site from the “Site Name” drop down in this section or the system will default to the first site listed in the drop down
- Select a “New Delivery Date”
 - Navajo Nation has a different delivery schedule, please contact U.S. Foodservice for details
- Based on close dates and what’s still available (“Qty Avail” column), place the number of units you would like to order in the “Quantity” column of the commodity code
 - Make sure you have met your minimum case requirement before processing
- Click “Process”
- A “New Order Confirmation” page displays
 - Double check your order making sure you have met the minimum case requirements
- Click “Confirm”
- You are now directed back to the “Order History” section, where you can see the order you just processed
- Click “Print” for that order
 - Clicking on the Order # will take you back to the order to make changes
- Once the order inquiry page displays, click anywhere in the white area, then Click your print icon
- Hold on to the order inquiry print out as it will be used to verify your delivery with what you ordered (See Delivery Do’s below)

NOTES:

Refusals

Under “New Refusal” you can identify which site you are refusing for.

When looking at the inventory table, you see the allocation ID on the right side of the table, and a list of the commodity codes within that allocation (you will not see allocation ID’s listed twice, but you will see commodity codes repeated among the different allocation ID’s) below each ID to the left. The “Qty Alloc” column totals the cases for each Allocation ID, and “Qty Avail” shows the amount you have left to refuse. Simply place the number of cases you would like to refuse in the box under “Quantity”.

NOTE: There is a close date and refuse date listed.

- * The **close date is 45 calendar days** after the date the case were made available to you.
- * The **refuse date is 14 calendar days** after the date the cases were made available to you.

Upon placing your refusal request in the quantity box, the system automatically pulls those cases from the allocation with the soonest refuse date. The user still needs to be aware of these refuse dates as they will need to know when to refuse PRIOR to that refuse date. The refuse date is the last day cases can be refused (If refused on or before this date, a credit for the value of the refused cases will be issued).

****Please contact a member of the FDP team if you need to refuse cases and the refuse date has passed.**

Upon completion of the refusal, click on “Process” to submit. You will now be able to find this refusal under the “Refusal History” section and print out a refusal inquiry from this section (this is not a requirement, but available for those that like to keep documentation). Simply find the refusal date in which you submitted the refusal, click “Details by Date”, then click “Print”.

Note: The “Refusal History” section defaults to only display refusals for the current month. You will need to set the filters to view refusals completed in other months.

Getting there:

- Click “Inventory” in the menu bar

- Click on “Orders/Refusals”
- Scroll through the “Order History” section, Click on “Click here to create or view Refusals”
- All completed refusals for the year are listed below the filters
 - If you are just needing a Refusal Inquiry, you may stop at this step
 - * Click “Details by Date”
 - * Click “Print”
 - * A printable version of your refusal will display, click anywhere in the white area, then click your print icon
- Based on refuse dates and what’s still available (Qty Avail column), place the number of units you would like to refuse in the Quantity column of the commodity code
 - Remember, once refused the items go on the Surplus list and cannot be retrieved
- Click “Process”
- A Refusal Confirmation page displays
- Click “Confirm” if you want to proceed with the refusal
- A Refusal Receipt page displays
- Click “Print” if you would like a copy of the refusal
- A printable version of your refusal will display, click anywhere in the white area, then Click your print icon
 - This is not required but for those that like documentation the option is available
 - You may view the steps above to retrieve the refusal inquiry if you missed this step

NOTES:

MONTHLY VERIFICATION

Sponsors are required to complete a monthly verification stating whether they received the commodities they ordered for that particular month or not. The verification is to ensure sponsors are not being charged for items not received or vice versa.

You should have the invoices available for the month you are verifying. Compare your invoices to the list of commodities displayed on the “Monthly Verification” page (these are the commodities that the Warehouse says were shipped to you), and determine the appropriate box to check on the form. If there are discrepancies **that have not been rectified by a credit, check, or directly on the invoice from US Food Service**, please fax the invoices in question with the monthly verification form to the FDP.

NOTE: You verify shipments for the month prior to the current month. For example, if you are verifying April’s monthly verification, you would submit it on or after the 15th of May (the verification will not be available until this time as well). You will have until the end of May to submit the verification.

If the monthly verification is not submitted by the due date, the system will not allow you to complete any functions until you complete and submit the verification.

Getting there:

- Click on “Inventory” in the menu bar
- Click on “Monthly Verification”
- Select the current “Program Year” and specify the “Delivery Month” in which you are verifying
- Click “Apply”
- Per U.S. Foodservice, the commodities and units listed are what were received for that particular month. In comparing this information with the U.S. Foodservice invoice for the same month, determine if what is listed under the “Units” column is what is on the invoice
 - **If not**, click in the box next to the commodity in which you have a discrepancy (this opens up the “actual unit” box so you are able to type in a number), put what you actually received in the “Actual Units” column
 - * When all discrepancies have been entered, you must click “print” PRIOR to submitting the verification (see NOTE below)

- A printable version of your discrepancies will display, click anywhere in the white area, then click your print icon
- * Check either “All items WERE NOT received as listed” or “Additional items were received but NOT listed”
- * Read the certification message and check the appropriate box
- * Click “Submit”
- * Fax the invoices AND the report you printed to 602.542.6978 or scan and email to FDP@azed.gov
 - IF YOU HAVE BEEN GIVEN A CREDIT ON THE INVOICE PER THE DRIVER, ISSUED A CREDIT FROM U.S. FOODSERVICE, OR ISSUED A CHECK FROM U.S. FOODSERVICE, PLEASE CHECK THE “ALL ITEMS WERE RECEIVED AS LISTED” BOX AS THE DISCREPANCY HAS BEEN CORRECTED.
- **If so**, leave all alone and simply check “All items WERE received as listed”.
 - * Read the certification message and check the appropriate box
 - * Click “Submit”

NOTE: The system does NOT automatically save the amounts entered in the “Actual Units” column. If there are any discrepancies they must be noted, printed, and faxed to the FDP with any supporting documents. The system only records the verification itself (i.e. “None”, “All Items...”, etc.).

NOTES:

EMAIL

The email function will serve as the main point of contact for the FDP to notify sponsors of important information throughout the school year. Select the current program year to view current messages. Messages are held in the data base indefinitely by program year, if you want to view messages from a previous year you will need to select that program year.

The commodity contacts you created/updated at the start of the year will receive email messages, as well as any logon users that may not be a commodity contact. Messages may be sent to one or all contacts, to the email addresses listed (personal – hotmail, yahoo, school mail, etc.) as well as the CNP2000 website.

You will only receive messages from the Food Distribution team (Ad-hoc), or a system generated message (system email). In some instances, we may require you to acknowledge that you have received and read a message. The Acknowledge button on the Email Detail page will then be enabled (meaning it will allow you to click on it and the Acknowledgment will be performed). When the button is clicked, the user id, date, and time of the click are recorded in the database and a confirmation page is displayed.

NOTE: You may not acknowledge a message from your personal email account. You MUST log in to CNP2000 and complete the acknowledgement.

It is crucial that each Sponsor Contact (Food Service Director, Commodity Billing Contact, Commodity Program Contact, and Logon user) have a valid functioning email address to receive messages. Messages will not be delivered to CNP2000 if there is not a valid personal email address on file.

Getting There:

- Click “Email” in the menu bar
- The current program year will automatically display, if you are referencing a different year, you must choose that year from the drop down, and click “Go”
- Scroll down to view all emails sent during that Program Year
- If a message requires acknowledgement:
 - Click on the Subject Title of the message
 - Read the information
 - Click “Acknowledgment”

- The main page will display and you should see your (or whomever does the acknowledgment) username with a check
- When a message requiring acknowledgment is posted, your system will automatically limit your functionality until you complete and submit the verification

NOTES:

[illegible]

SPONSOR CONTRACT

Entitlement, contract status (unapproved, on hold, active, etc.), ADP, delivery locations, and commodity contacts are all located under the contract tab. Sponsors may only change or update delivery locations and/or commodity contacts. All other contract information is entered by the FDP staff at the start of the school year. Although contracts are completed in the beginning of the year, a sponsor is required to update delivery location information and commodity contact information as necessary throughout the year.

Getting There:

- Click “Contract” in the menu bar
- Select current “Program Year”
- Select the “Program”
- Click “Next”
- Click “View”
- Click “Delivery Locations”
 - Click “View” for each of the delivery sites listed (you only need to update Active locations)
 - Upon completion of updates, click “Update Location”, or “Submit”
 - You will be directed back to the main page and will have to continue to click “Delivery Locations” until ALL delivery locations are updated
- Click “Commodity Contacts”
 - Update the information that is there OR if all is correct, click “Submit”
 - MAKE SURE EMAIL ADDRESSES FOR THESE CONTACTS ARE VALID AND WORKING

NOTES:

SURVEYS

There are two survey types. All surveys become available in January and are due in February or March for the following school year, so you must plan ahead if you wish to participate in the survey process.

NOTE: Upon submission of the survey, entitlement for that particular year will be drawn down AT THAT TIME. Example: submitting a school year 2011 survey in March of 2010 will draw down the 2011 entitlement.

The Planned Usage survey, as described previously (Planned Usage Allocations), asks what B commodities you would like the following year (B commodities are sometimes also available in Notice of Arrival – “basic brown box” allocations).

The Processing surveys (usually two) ask what end products you would like the following year. These surveys are required ONLY if you are participating in Processing. Depending on what commodity item you send to further process, your entitlement dollars (A or B) will pay for the commodity item only (the Processors charge fees for the additional ingredients, overhead, etc. which ARE NOT paid for with entitlement dollars).

Survey Types:

Survey Type	Estimated Due Date	Commodity Type	Charge A or B Entitlement?	Intended for all Sponsors
Planned Usage	Mid February	B only	B	Yes
Processing	Mid March	A and B	A or B	Only if Processing

*** For more information on Processing visit www.ade.az.gov/health-safety/cnp/fdp/ and click on Processing

Getting There:

- Click on “Survey Entry” in the menu bar
- Select the Fiscal Year
 - You must select the fiscal year for which you are completing the survey, usually the upcoming fiscal year
- Click “Next”

➤ Click on the survey “Number” in which you are completing

➤ **PLANNED USAGE**

- Based on previous years’ usage and what you received in basic “brown box” Notice of Arrival allocations, determine what B commodity items you would like the following year
- Place your request in the box of the month you want to receive the commodity items
- Make sure you are not overspending your B entitlement, the calculations are automatic and you can see entitlement at the top of the survey
- Upon completion, click “Submit Survey”
- The FDP compiles all requests for all schools, orders trucks, and posts a confirmation in the “Reports” section
 - * This report states what Planned Usage, B commodities, you can expect to receive the following year and the amounts

➤ **PROCESSING SURVEY - ONLY IF PARTICIPATING IN PROCESSING**

- Based on a tentative menu for the following year, how many servings will be needed, and how many pounds of a commodity you will send, enter the number of units next to the commodity you would like, and indicate what processor you would like to send them to
- Choose a 1st, 2nd, and 3rd, choice as majority rules
 - * If you have only selected one processor and no other school requests that processor/commodity combination, your request will be denied
- If you would like a commodity sent to multiple processors, you must click the “split shipment” box and specify how much of the commodity you would like each processor to receive
- Upon completion, click “Submit Survey”
- The FDP compiles all requests for all schools, orders trucks, and posts a confirmation in the “Reports” section
 - * This report states how many pounds of a commodity are going to what processor
 - * Use this information to contact brokers and place orders for the following year

For more information on Processing including a processing worksheet, visit:

www.ade.az.gov/health-safety/cnp/fdp/

REPORTS

Processing Diversion Confirmation – is for sponsors who completed a Processing survey. The report confirms the amount of commodity food that will be diverted (sent) to a processor for further processing. The report is then used to contact the appropriate broker and begin placing orders for the following school year.

Value of Commodity Report – When completing your Annual Financial Report (AFR) you may be asked to provide the value of commodities received for a particular year. This report will state the A commodity, B commodity, and End Product totals for the year.

NOTE: this report DOES NOT include commodities that were directly shipped to your site location OR those delivered through other distributors such as Shamrock and/or Sysco.

Getting There:

- Click “Reports” in the menu bar
- Click “Value of Commodities” Report
- Select the “Program” you are reporting on
- Select a specific site or leave it at all
- Select current “Program Year”
- Select a specific month or leave it at the entire year
- Click “Submit”
- Click “Print”
 - A printable version of your report will display, click anywhere in the white area, then click your print icon

NOTES:

DOCUMENTS

All memos, alerts, newsletters, and any other pertinent information will be available for downloading. We encourage sponsors to view the documents section regularly to stay informed of program details throughout the years’ happenings. Also, take a look at documents for previous years’ as there may be useful information that is still pertinent.

Getting There:

- Click “Documents” in the menu bar
- Select current “Program Year”
- Click on the Document Title
 - You must have Adobe Reader to properly view/print the documents

NOTES:

HELPFUL INFORMATION

Food Distribution Contact Information

Mailing Address: Arizona Dept. of Education Food Distribution Program
1535 W. Jefferson Street, Bin 7
Phoenix, Arizona 85007

Physical Address: Arizona Dept. of Education Food Distribution Program
2005 N. Central Avenue, 3rd Floor
Phoenix, Arizona 85004

Jessica Creed-Capsel
Food Distribution Program Director
602.542.8781
Jessica.Creed-Capsel@azed.gov

Leona Benally
Program Specialist
602.364.1965
Leona.Benally@azed.gov

Dawn Irvine
Program Specialist
602.364.0714
Dawn.Irvine@azed.gov

Linda Souza-Thompson
Program Project Specialist
602.542.8721
Linda.Souza-Thompson@azed.gov

Danielle Daugherty
Administrative Assistant
602.542.8729
Danielle.Daugherty@azed.gov

FAX **602-542-6978** or **602-542-1531**
Team email: **FDP@azed.gov**

Assistance with Private Storage, Monthly Shipment Verification, Invoice Retrieval, Order Entry, Accounts Receivable, Delivery Days and Issues:

Pamela Bowers
Phone: 602.352.3439
Pamela.Bowers@USFOOD.COM

Rose Garcia
Phone: 602.352.3441
Rose.Garcia@USFOOD.COM

Fax: 602.352.3444 **Toll Free:** 800.451.6638

Delivery Fees

October 1, 2010 – June 2011

Prep Site:	\$2.98 per case	(10 case minimum for ADP of 250 or less) (20 case minimum for ADP of 251 or more)
Warehouse:	\$2.38 per case	(100 case minimum, exchangeable pallets & forklift required)
Pick Up:	\$1.99 per case	(100 case minimum, exchangeable pallets & refrigerated truck required)

Delivery Do's

- ✓ Do meet your minimum case requirement
- ✓ Do use the order inquiry printout to verify all cases ordered were in fact received, before the driver leaves
- ✓ Do note on the driver's invoice any cases not received, substituted, damaged, etc.
- ✓ Do sign the driver's invoice after any and all discrepancies have been noted on the invoice
- ✓ Do make sure the driver signs the invoice too

Delivery Don'ts

- ✓ Don't take substitutions
- ✓ Don't take damaged cases

ATTACHMENTS

SURPLUS PAGE

ORDERING PAGE 1

ORDERING PAGE 2

REFUSAL PAGE 1

REFUSAL PAGE 2

MONTHLY VERIFICATION PAGE

SURPLUS PAGE

Surplus Request List

Help

This page displays a list of any currently available surplus commodities.
Please view the Help if you have questions (click on the "Help" button in the upper right corner of this page).

Surplus Request List Filters
Sponsor: Training Customer 001
Program: NSL

Apply
Print

Surplus Request List

Effective from 8/12/2009 8:00:00 AM to 8/12/2009 2:00:00 PM

Sponsor Name: Training Customer 001 (010201000)

Entitlement Details			
A Entitlement:	\$270,759.00	B Entitlement:	\$116,040.00
A Entitlement Used:	\$464.36	B Entitlement Used:	\$1,102.00
A Entitlement Remaining:	\$270,294.64	B Entitlement Remaining:	\$114,938.00
A Bonus Used:	\$0.00	B Bonus Used:	\$0.00

Comments

Commodity							
Code	Description	Pack Size	Charge	Available	USDA Value	USDA Value Ext.	Units
Entitlement							
A061	BEANS GREEN CANNED	6/#10 CAN	Entitlement	100	\$13.62	\$0.00	0
Totals:						\$0.00	0

- Click "Inventory" in the menu bar, then click "Surplus List"
 - If you see the message "There are no Surplus Commodities currently available for the selected criteria", either the list has expired, or for unforeseen reasons it was not posted that day
- If you are trying to meet minimum case requirements you can note that in the "comments" section
- Scroll down to view available commodities
- Place the number of units you would like, based on what's available, in the box associated with the commodity
- Upon completion, Click "Print"
- A printable version of your request will display, click anywhere in the white area, then click your print icon
- Fax the form to 602.542.6978 or scan and email to FDP@azed.gov
- You will see the requested items, if they were still available, on your order form AFTER 2 pm (when the list closes for the day)

REMEMBER: You have 7 calendar days to place these items on the order form

ORDER PAGE 1

Back

Order Manager

Training Customer 001 (010201000)

Help

Notes

- Based on an ADP of 620, Training Customer 001 (010201000) has a **20 case minimum per order in order** to avoid additional shipping fees to Prep Sites.
- A Surplus Commodity List is currently available.** Go to [Allocations > Surplus List](#) to view the available commodities.
- If desired, modify any items in the "Order History" section and click the "Apply" button to determine which orders are displayed.
- Click on the "New Order" button in the "Order History" section to create a new order.
- Click on a row in the "Orders" section to display the details for the selected order. Click on the selected order again to hide the details of the order.
- Click on the "Process" button in the "New Order" section to submit a new order or to update an existing order.

Order History

Program Year: 2010
Sponsor: Training Customer 001
Delivery Site: Training Site

Program: NSL

Order Number: Delivery Dates from: through:

Display ☒ All Orders ☐ Open Orders Only ☐ Closed Orders Only

Commodity: All Commodities
Code:

Displaying ALL 2010 NSL orders for Training Customer 001 (010201000) for Training Site site and showing All Commodities.

Click here to create a
Click here to create or view

Order #	Ordered	Delivered	Delivery Site	Entered By	Order Qty	Ship Qty	Processed	Status	Actions
1 55990	8/11/2009	8/20/2009	Training Site	trainer01	0	0	None	Deleted Order	<input type="button" value="Delete"/> <input type="button" value="Print"/>
2 55989	7/21/2009	7/30/2009	Training Site	user user train01	1	0	None	Open	<input type="button" value="Delete"/> <input type="button" value="Print"/>
Totals:					1	0			

- Click "Inventory" in the menu bar
- Click on "Orders/Refusals"
- Set filter for a particular delivery site, or set the filters to search for a specific order number, previous delivery date, or commodity code
- Click "Apply"
- All current orders are listed below the filters
 - If you are just needing an Order Inquiry, you may stop at this step
- Click "Click here to create a new order" in the "Order History" section

REFER TO ORDER PAGE 2 FOR INSTRUCTION ON HOW TO PLACE AN ORDER.

AFTER PLACING YOUR ORDER:

- You are now directed back to the "Order History" section, where you can see the order you just processed
- Click "Print" for that order
 - Clicking on the Order # will take you back to the order to make changes
- Once the order inquiry page displays, click anywhere in the white area, then Click your print icon
Hold on to the order inquiry print out as it will be used to verify your delivery with what you ordered

ORDER PAGE 2

New Order
Process

New Order grouped by Allocation

Site Name: Training Site

Site Address: Training Site

Anywhere, AZ 85000

Site Type: Prep Site

Site Contact: Iam A. Contact
(602) 111-1111 Ext. 456
TrainingUser@domain.com

New Delivery Date: Wednesday, August 19, 2009

Commodity				Allocation				Qty Avail	Quantity
Code	Description	Pack Size	Cost	ID	Close Date	Ref Date	Qty Avail	Quantity	
A232	POTATOES BULK (PROCESSING)	40 lb	2.80	NOAK017-AEN	2/20/2009	2/21/2009	4	4	
A232	POTATOES BULK (PROCESSING)	40 lb	2.80	NOAK018-BEN	2/20/2009	2/21/2009	3	2	
B836	WHOLE GRAIN SPAGHETTI	20 LB. CTN	8.79	NOAK020-BEN	3/16/2009	2/12/2009	16	8	
B435	MACARONI SPIRAL (ROTINI)	1/20# CTN	7.86	NOAK035-AEN	4/3/2009	3/4/2009	8	7	
B472	PEANUT BUTTER SMOOTH REDU-FAT	6/#10 CANS	56.86	Req12414	1/19/2009	None	6	4	
A232	POTATOES BULK (PROCESSING)	40 lb	2.80				4	4	
A695	BEEF, COOKED TACO FILLING	4/10 LB PKG/CTN	66.35				4	3	
A232	POTATOES BULK (PROCESSING)	40 lb	2.80				2	2	
A515	CHICKEN CUT-UP FRZ	40 LB CTN	26.48				2	1	
A632	HAMS BONELESS PICNIC	1/60# CTN	53.22				2	1	
Grand Totals:							37	25	

- If you have more than one delivery site you must select a delivery site from the "Site Name" drop down in this section or the system will default to the first site listed in the drop down
- Select a "New Delivery Date"
 - Navajo Nation has a different delivery schedule, please contact U.S. Foodservice for details
- Based on close dates and what's still available ("Qty Avail" column), place the number of units you would like to order in the "Quantity" column of the commodity code
 - Make sure you have met your minimum case requirement before processing
- Click "Process"
- A "New Order Confirmation" page displays
 - Double check your order making sure you have met the minimum case requirements
- Click "Confirm"

AFTER PLACING ORDER, REFER BACK TO ORDER PAGE 1 TO PRINT ORDER INQUIRY.

REFUSAL PAGE 1

Back

Refusal Manager

Training Customer 002 (010208000)

Help

Notes

A Surplus Commodity List is currently available. Go to [Allocations > Surplus List](#) to view the available commodities.

- If desired, modify any items in the "Filters" section and click the "Apply" button to determine which refusals are displayed in the "Refusal History" section.
- To view refusal details, click the top of either "Date Refused", "Allocation ID", or "Commodity" column to group by that column. Then click the "Details By..." button to view detailed refusal information for the row.
- Click on the "New Refusal" button in the "Refusal History" section to create a New Refusal.
- Click on the "New Order" button to create a New Order.
- Click on the "Process" button in the "New Refusal" section to submit a new refusal / refusals, or to update an existing order.

Refusal History

Sponsor: Training Customer 002
Program Year: 2010
Start Month: July 2009 Through End Month: June 2010

Program: NSL

Apply
Reset

Commodity: All Commodities Code:

2010 NSL refusals for Training Customer 002 (010208000) and showing All Commodities with refusal dates between 7/1/2009 and 6/30/2010.

Click here to create a New Refusal
Click here to create or view Orders

	Date Refused	Allocation ID	Commodity	Refused Qty	Entered By	Actions
1	8/12/2009	EPNL002-BENT	B836	3	user train02	Details by Date
2	8/12/2009	EPNL002-BENT	B065	3	user train02	Details by Date
Totals:				6		

- Click "Inventory" in the menu bar
- Click on "Orders/Refusals"
- All completed refusals for the year are listed below the filters
 - If you are just needing a Refusal Inquiry, you may stop at this step
 - * Click "Details by Date"
 - * Click "Print"
 - * A printable version of your refusal will display, click anywhere in the white area, then click your print icon
- Scroll through the "Order History" section, Click on "Click here to create or view Refusals"

REFUSAL PAGE 2

New Refusal
Process

New Refusal grouped by Allocation

Refusal Date: 8/12/2009

Commodity				Allocation				Refusal	
Code	Description	Pack Size	Cost	ID	Close Date	Ref Date	Qty Avail	Quantity	
				EPNL002-BENT	9/25/2009	8/26/2009	38	32	
B836	WHOLE GRAIN SPAGHETTI	20 LB. CTN	8.79				19	16	
B065	CHEESE PROCESSED SLC	6/5# LVS	44.08				19	16	
Grand Totals:							38	32	

- Based on refuse dates and what's still available (Qty Avail column), place the number of units you would like to refuse in the Quantity column of the commodity code
 - Remember, once refused the items go on the Surplus list and cannot be retrieved
- Click "Process"
- A Refusal Confirmation page displays
- Click "Confirm" if you want to proceed with the refusal
- A Refusal Receipt page displays
- Click "Print" if you would like a copy of the refusal
- A printable version of your refusal will display, click anywhere in the white area, then Click your print icon
 - This is not required but for those that like documentation the option is available

YOU MAY VIEW THE STEPS ON REFUSAL PAGE 1 TO RETRIEVE THE REFUSAL INQUIRY IF YOU MISSED THIS STEP.

MONTHLY VERIFICATION PAGE

Notes

- This page lists the Commodity Shipments for a selected month for verification purposes.
- Enter the desired Filter criteria and click the "Apply" button to retrieve the list of shipments. Click the "Clear" button to reset the filters to the default settings.
- Review the list, check the appropriate verification response(s) and the disclaimer, then click the Submit button to verify the shipments.
- Sort the list by Commodity Code, Program, or Shipped Date by clicking on the column header (click once to sort Ascending, click again to sort Descending).

Filters

Sponsor: Training Customer 018
 Program Year: 2008 Delivery Month: April 2008

Program: NSL

Apply
Clear

Shipments (7 Shipments found)

Monthly Shipment Verification
Training Customer 018 (020326000)
List of Shipments for April 2008
Program: NSL
Printed by: user train18, (602) 542-8700

✓	Code	Description	Order	Program Year	Program	Shipped Date	Units	Actual Units	Comments
<input type="checkbox"/>	079	BEANS PINTO CND	55171	2008	NSL	04/07/2008	1	<input type="text" value="1"/>	
<input type="checkbox"/>	130	CORN FRZ	55171	2008	NSL	04/07/2008	1	<input type="text" value="1"/>	
<input type="checkbox"/>	299	ORANGE J SNGL	55171	2008	NSL	04/07/2008	1	<input type="text" value="1"/>	
<input type="checkbox"/>	417	Strawberry Cup Fzn	55171	2008	NSL	04/07/2008	1	<input type="text" value="1"/>	
<input type="checkbox"/>	526	CHIX BRD 7 PC	55171	2008	NSL	04/07/2008	1	<input type="text" value="1"/>	
<input type="checkbox"/>	528	CHICK BURGERS FRZ	55171	2008	NSL	04/07/2008	1	<input type="text" value="1"/>	
<input type="checkbox"/>	8473	PB SMTH 5	55171	2008	NSL	04/07/2008	1	<input type="text" value="1"/>	
Total							7		

Verification

Please check the appropriate check box or boxes:

☐ Did Not Receive Commodities this Month
☐ All items **WERE** received as listed
☐ All items **WERE NOT** received as listed
☐ Additional items were received but **NOT** listed

Please read and acknowledge this disclaimer:

☐ I have reviewed and compared the above commodity list with my invoice(s) for the same period. I have indicated the results of the comparison by selecting the appropriate checkbox(es) above. I understand that by clicking the "Submit" button below I am verifying the results of my review and that my verification will be recorded by the Arizona Department of Education. I also agree to submit copies of my U.S. Foodservice invoices and a print-out of the above list with the differences noted to:

EMAIL: FDP@azed.gov
 FAX: (602) 542-6978

Submit

- Click on "Inventory" in the menu bar, then Click on "Monthly Verification"
- Select the current "Program Year" and specify the "Delivery Month" in which you are verifying
- Click "Apply"
- Compare the units listed with the U.S. Foodservice invoice(s) for the same month, determine if what is listed under the "Units" column is what is on the invoice
 - **If not**, click in the box next to the commodity in which you have a discrepancy (this opens up the "actual unit" box so you are able to type in a number), put what you actually received in the "Actual Units" column
 - * When all discrepancies have been entered, you must click "print" PRIOR to submitting the verification
 - A printable version of your discrepancies will display, click anywhere in the white area, then click your print icon

- * Check either “All items WERE NOT received as listed” or “Additional items were received but NOT listed”
- * Read the certification message and check the appropriate box
- * Click “Submit”
- * Fax the invoices AND the report you printed to 602.542.6978 or scan and email to FDP@azed.gov
 - IF YOU HAVE BEEN GIVEN A CREDIT ON THE INVOICE PER THE DRIVER, ISSUED A CREDIT FROM U.S. FOODSERVICE, OR ISSUED A CHECK FROM U.S. FOODSERVICE, PLEASE CHECK THE “ALL ITEMS WERE RECEIVED AS LISTED” BOX AS THE DISCREPANCY HAS BEEN CORRECTED.
- **If so**, leave all alone and simply check “All items WERE received as listed”.
 - * Read the certification message and check the appropriate box
 - * Click “Submit”